

**CAPITAL COMMUNITY COLLEGE**  
**Director of Admissions, CCP 19**  
**Full Time, 12 Month, Tenure Track Appointment**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 950 Main Street, Hartford, CT 06103  
**Hours:** Full Time, 35 hours a week  
**Salary:** \$66,426 approximate annual.  
**Closing Date:** Letter of application must be postmarked no later than November 3, 2014.  
No phone calls; submit only one application either via email or hard copy.

**General Knowledge,  
Skills and Ability:**

A minimum of a Master's degree in an appropriate field in addition to closely related experience in higher education of two to five years is required; five to seven years strongly preferred. Supervisory experience is preferred. In addition, applicants are required to have significant understanding of undergraduate academic enrollment requirements; demonstrated knowledge and competence in marketing and recruitment in academic environments; demonstrated competence in advising students; and strong automated data technology literacy (familiarity with Banner strongly preferred). Two or more years of experience coordinating selective admissions programs as well as experience with F-1 international student admissions and SEVIS system are strongly preferred.

**General Experience:**

The Director of Admission manages a comprehensive system of student records and full range of student recruitment, admissions and enrollment services for a two-year Connecticut Community College which has open enrollment and which offers degree and certificate programs in a broad range of liberal arts, transfer, occupational and career studies. The position's efforts are directed principally toward attracting and enrolling appropriately qualified students to meet the College's enrollment requirements and to contribute to meeting the education needs of the communities and target populations the College serves. The Director is accountable for achieving the College's enrollment requirements through effective performance in these essential functional areas: student recruitment and marketing; admissions management; administration; international student admissions and management.

The incumbent will be required to have extensive collaborative and cooperative relationships with a wide array of executive, academic, professional and administrative people within the College and to have critically important contacts and relationships with school administrators, counselors and students and with key members of community organizations such as corporations, service groups, churches, foundations and local governments. The Director is expected to collaborate with academic and student services departments to contribute to the retention of students; and to represent the College in a manner which enhances the College's image in the public and which is appropriate to the dignity of the institution. Some weekend, evening hours and driving is required.

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application**

**Instructions:** Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/docs/BOR-Employment-Application-Feb-2014.pdf>) and college transcripts to:

**Ms. Josephine Agnello-Veley, Director, HR and Labor Relations**  
**Capital Community College**  
**950 Main Street, Hartford, CT 06103**  
**[CA-HRApplclicant@capitalcc.edu](mailto:CA-HRApplclicant@capitalcc.edu)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: [rkelly@Capitalcc.edu](mailto:rkelly@Capitalcc.edu)